



RFP NO. 1104-10-SCP
SUMMER CAMP PROGRAMS

December 2, 2009

ADDENDUM #1

TO: All Prospective Offerors

REFERENCE: **RFP 1104-10-SCP**

The Referenced RFP is amended as follows:

QUESTIONS FROM EMAILS

- Q1. If our proposal is approved are we locked into a contract?
- A1. It is expected that if the City accepts a proposal, the vendor will execute a mutually agreeable contract.
- Q2. (a) With the City handling the registration of each child, how often can the Contractor get updates on number of campers registered and sport they have chosen? (b) Will the camper be allowed to change sport once registered?
- A2. (a) Awarded Contractors can check the registration numbers online as often as desired. The City will provide instruction and access to registration data. (b) As long as campers are switching from a Contractor's camp to another camp offered by the same Contractor that is of equal value, and it does not affect the Contractor's minimum/maximum number of participants, the camper may switch.
- Q3. Regarding privacy issues of the child's contact information, is that information totally confidential?
- A3. Campers will be required to have a completed medical information form which the City provides. The information on that form should be kept confidential and used only for the purposes of camp. If you wanted to get e-mail lists, etc. for other purposes, you would have to have a separate sign up sheet informing the parents of what you would use the collected information for and let them decide if they choose to give you their information.
- Q4. Are there any issues with offering a Christian camp?
- A4. There are no issues with a Christian organization running a Christian camp.
- Q5. On Page 1 of 45, is Swam Certification/Commonwealth of Virginia the same as Tax Identification number? If not, where would you like that information?
- A5. SWaM Certification and Tax ID are not the same. Please see Page 35, paragraph 74 "SMALL, WOMAN AND MINORITY-OWNED BUSINESS (SWaM):" for information about SWAM Certification. If your firm is not SWaM certified, indicate "NA" on that line. If it is SWaM Certified by the Commonwealth of Virginia, indicate the applicable certification: Small Business Enterprise (SBE); Woman Owned Business Enterprise (WBE); Minority Owned Business Enterprise (MBE) or any combinations.

- Q6. (a) Do I need a business license or can I just have the tax id ready? (b) What is the EEI/FIN NO ?
- A6. (a) See Page 16, Paragraph 3 "License Requirement". Feel free to call the telephone number indicated with any questions about the Business License. (b) The "EEI/FIN No." is the same as a Tax ID number.
- Q7. On Attachment A page 37 of 45 " Program Proposal Price Schedule"; in regards to Price Schedule #3 , what exactly are you looking for in ____% Net____Days?
- A7. We are looking for discount offers for early payment. For example if you offer a 5% discount for payment in 25 days, the line would read: 5 % Net 25 days.

All other terms and conditions remain the same. This Addendum is acknowledged and considered a part of the request for proposal:

Name of Firm

Signature

Date

ONE SIGNED COPY OF ADDENDUM MUST BE RETURNED WITH PROPOSAL